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5 **BYLAWS OF THE**  
6  
7 **COMMISSION ON SENIORS**

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10 **ARTICLE 1. NAME.**

11 The name of the board is **COMMISSION ON SENIORS**

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13 **ARTICLE 2. PURPOSE AND DUTIES.**

14 The purpose of the board is to serve as an advisory board to the council concerning the quality of life for  
15 senior citizens in the Austin area and to help ensure older adults are productive, independent, and  
16 healthy.  
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19 **ARTICLE 3. MEMBERSHIP.**

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22 (A) The board is composed of eleven members. Two members are appointed by the Mayor and each  
23 council member appoints one member. One member is appointed by Travis County Commissioners  
24 Court. One member is appointed by the area agency on Aging of the Capital Area. One member is  
25 appointed by Capital Metropolitan Transportation Authority.  
26  
27 (B) A member serves at the pleasure of the appointed body.  
28  
29 (C) City appointed board members serve for a term of three years beginning August 1<sup>st</sup> on the year of  
30 appointment. County-appointed board members serve for a term of two years beginning in February  
31 of the year of appointment.  
32  
33 (D) An individual board member may not act in an official capacity except through the action of the  
34 board.  
35  
36 (E) A board member who is absent for three consecutive regular meetings or one-third of all regular  
37 meetings in a “rolling” twelve month timeframe automatically vacates the member’s position  
38 subject to the holdover provisions in Section 2-1-27 of the City Code. This does not apply to an  
39 absence due to illness or injury of the board member, an illness or injury of a board member’s  
40 immediate family member, or the birth or adoption of the board member’s child for 90 days after  
41 the event. The board member must notify the staff liaison of the reason for the absence not later  
42 than the date of the next regular meeting of the board. Failure to notify the liaison before the next  
43 regular meeting of the board will result in an unexcused absence.  
44  
45 (F) At each meeting, each board member shall sign an attendance sheet which indicates that the member  
46 does not have a conflict of interest with any item on that agenda, or identifies each agenda item on  
47 which the member has a conflict of interest. Failure to sign the sheet results in the member being  
48 counted as absent and his/her votes are not counted.

- 1  
2 (G) A member who seeks to resign from the board shall submit a written resignation to the chair of the  
3 board, the staff liaison, or the city clerk's office. If possible, the resignation should allow for a  
4 thirty day notice so the city council can appoint a replacement.  
5

#### 6 **ARTICLE 4. OFFICERS.** 7

- 8 (A) The officers of the board shall consist of a chair and a vice-chair.  
9  
10 (B) Officers shall be elected annually by a majority vote of the board at the first regular meeting after  
11 October 1<sup>st</sup>. In the event a current officer becomes ineligible to serve as an officer, the board may  
12 hold an emergency election as needed.  
13  
14 (C) The term of office shall be one year, beginning November 1<sup>st</sup> and ending October 31<sup>st</sup>. An officer  
15 may continue to serve until a successor is elected. A person may not serve as an officer in a  
16 designated position of a board for more than three consecutive one-year terms. A person who has  
17 served as an officer in a designated position of a board for three consecutive terms is not eligible for  
18 re-election to that designated office until the expiration of two years after the last date of the  
19 person's service in that office. The board may override the term limit provision for an officer by an  
20 affirmative vote of two-thirds of the authorized board members.  
21  
22 (D) A member may not hold more than one office at a time.  
23

#### 24 **ARTICLE 5. DUTIES OF OFFICERS.** 25

- 26 (A) The chair shall preside at board meetings, appoint all committees, represent the board at ceremonial  
27 functions and approve each final meeting agenda.  
28  
29 (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.  
30  
31

#### 32 **ARTICLE 6. AGENDAS.** 33

- 34 (A) Two or more board members may place an item on the agenda by oral or written request to the staff  
35 liaison at least five days before the meeting. After first consulting with and receiving input from  
36 the staff liaison, the chair shall approve each final meeting agenda.  
37  
38 (B) The board liaison shall submit the meeting agenda through the online agenda posting system for  
39 each meeting not less than 72 hours before the meeting.  
40  
41 (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open  
42 Meetings Act).  
43

#### 44 **ARTICLE 7. MEETINGS.** 45

- 46 (A) The board meetings shall comply with Texas Government Code Chapter 551 (Texas Open  
47 Meetings Act).  
48

- 1 (B) Board meetings shall be governed by Robert's Rules of Order.  
2  
3 (C) The board may not conduct a closed meeting without the approval of the city attorney.  
4  
5 (D) The board shall meet monthly. In November of each year, the board shall adopt a schedule of the  
6 meetings for the upcoming year, including makeup meeting dates for the holidays and cancelled  
7 meetings.  
8  
9 (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three  
10 or more members. The call shall state the purpose of the meeting. A board may not call a meeting  
11 in addition to its regular scheduled meetings as identified in its adopted meeting schedule, more  
12 often than once a quarter, unless the meeting is required to comply with a statutory deadline or a  
13 deadline established by Council.  
14  
15 (F) Six members constitute a quorum.  
16  
17 (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting,  
18 then the meeting may not be held.  
19  
20 (H) To be effective, a board action must be adopted by an affirmative vote of the number of members  
21 necessary to provide a quorum.  
22  
23 (I) If only a quorum is present at a meeting, a board action is adopted by an affirmative vote of two-  
24 thirds of the quorum (11 member board = 4 votes). If more than a quorum is present at a meeting, a  
25 board action must be adopted by an affirmative vote of the number of members necessary to  
26 provide a quorum (11 member board = 6 votes).  
27  
28 (J) The chair has the same voting privilege as any other member.  
29  
30 (K) The board shall allow citizens to address the board on agenda items and during a period of time set  
31 aside for citizen communications. The chair may limit a speaker to three minutes.  
32  
33 (L) The staff liaison shall prepare the board minutes. The minutes of each board meeting must include  
34 the vote of each member on each item before the board and indicate whether a member is absent or  
35 failed to vote on an item.  
36  
37 (M) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The  
38 Health and Human Services Department (HHSD) shall retain all other board documents. The  
39 documents are public records under Texas Local Government Code Chapter 552 (Texas Public  
40 Information Act).  
41  
42 (N) The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the  
43 meeting.  
44  
45 (O) Each person and board member attending a board meeting should observe decorum pursuant to  
46 Section 2-1-48 of the City Code.  
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**ARTICLE 8. COMMITTEES/WORKING GROUPS.**

**COMMITTEES**

(A) The Commission on Seniors will have no committees.

**WORKING GROUPS**

- (A) The board can determine the size of a working group but the number of board members serving on the working group must be less than a quorum of the board.
- (B) A working group may designate a chair, with the member's consent, but is not required to do so.
- (C) Quorum requirements do not apply to working groups.
- (D) Staff support will not be provided for working groups.
- (E) Working groups are not required to post their meetings in accordance with the Texas Government Code Chapter 551 (Texas Open Meetings Act).

**ARTICLE 9. PARLIAMENTARY AUTHORITY.**

The rules contained in the current edition of Robert's Rules of Order shall govern the board in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of procedure which the board or city council may adopt.

**ARTICLE 10. AMENDMENT OF BYLAWS.**

A bylaw amendment is not effective unless approved by the Council Audit and Finance Committee.

The bylaws were approved by the \_\_\_\_\_ *(insert - board name)* at their meeting held on \_\_\_\_\_ *(insert - month date, year).*

\_\_\_\_\_  
*(Signature of Executive or Staff Liaison)*

\_\_\_\_\_  
*(Insert - Title -- Executive or Staff Liaison)*